

Chapter 5

Correspondence

ARS has an established protocol for the preparation of correspondence. All correspondence should be prepared in accordance with the rules, regulations, and procedures of the ARS Correspondence Management Program. The objectives are to limit correspondence to essential requirements, to improve the quality of correspondence, and to provide for its creation in an economical and efficient manner.

The ARS Correspondence Manual provides guidance for preparation of correspondence for communications inside and outside the Department of Agriculture (USDA). The Manual also covers envelopes and mailing, electronic communications, models of address, capitalization, spelling, compound words, punctuation, abbreviations, numerals, and word division. Controlled foreign correspondence should be directed to the Correspondence Management Unit (CMU).

Acronyms: See [Chapter 22](#) for a comprehensive list of commonly used acronyms.

References: [DR 3440-002 - Control and Protection of “Sensitive Security Information”](#)
[P&P 253.4 - Use of Information Technology Resources](#)
[P&P 256.2 - Printed Letterheads, Envelopes, and Post Cards](#)
[P&P 261.2 - Correspondence Management Program](#)
[Manual 261.2 - ARS Correspondence Manual](#)
[P&P 263.1 - Mail Management Program](#)
[P&P 264.4 - Domestic and International Electronic Mail](#)
[U.S. Government Printing Office Style Manual](#) and Word Division Supplement
[NPA Policy Memo 05-001- Foreign Correspondence and Reprint Requests from Restricted Countries](#)

Cross References: [Chapter 15](#) - Records Management
[Chapter 30](#) - Security

Attachment: Letter from Administrator’s Office regarding ARS Correspondence

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Renee Miller

Correspondence Control Officer

USDA-ARS-ONP-Office of Associate Administrator

GWCC-Beltsville

5601 Sunnyside Avenue, Room 4-2124A

Beltsville, MD 20705-5133

Telephone: (301) 504-4517

Fax: (301) 504-4514

E-Mail: renee.miller@ars.usda.gov

CHOOSING THE FORMAT

If the addressee is....	then use the following letter format:
Someone in ARS	Informal
Someone in another USDA agency or office	
Someone OUTSIDE USDA , i.e., private citizen or organization, foreign citizen or organization, White House officials, Members of Congress, Supreme Court officials, other Federal Departments	Formal
Someone in ARS for congratulations, condolences, or disciplinary actions	

INFORMAL LETTERS (MEMORDANDUMS)

General	The informal letter, memorandums, will be used for most day-to-day communications in the transaction of business within USDA.
Margins	There should be one inch margins on the left and right hand sides. Do not justify right margins.
Date Line	The date should be placed two lines below the last line of the letterhead. Do not use endings such as “st” and “th” with numbers for the day. Military style is not acceptable.
Subject Line	The subject line of a memo is a brief statement, usually not more than 10 words, of what the memo is about. Type the caption “SUBJECT:” in all caps three lines below the date line. Indent two spaces after the colon and begin typing the subject. Limit the length of each line to approximately five inches. If more than one line is needed, type the remainder of the subject beneath the first line in block style. Capitalize the first letter of each word except articles, prepositions, and conjunctions.
To Line	The caption “TO:” is typed in all caps two lines below the last line of the subject line. The colon should be parallel with the colon in “SUBJECT:.” Indent two spaces after the colon and begin typing the address. When runover lines are required, indent two spaces. Limit the address to five lines.
Attention Line	Avoid using the attention line by using as specific an address as possible. If an attention line is used, type the caption “ATTN:” followed by the name of the person whose attention is being requested on the next line directly below the first line of the address.
Through Line	<p>A through line may be necessary if an official other than a clearance official needs to see and concur with the memo before it is received by the addressee.</p> <p>Type the caption “THROUGH:” in all caps two lines below the last line of the “TO:” addressee, flush with the left margin. The colon should be parallel with the colon in “SUBJECT:” and “TO:” lines. Indent two spaces and begin typing the names, titles, and offices of the addresses through which the memo is to be routed (in the reverse order of the routing).</p>
From Line	The caption “FROM:” is typed in all caps two lines below the last line of “TO:” address (or “THROUGH:” address, if used). The colon should be parallel with the colon in “SUBJECT:,” “TO:,” and “THROUGH:” lines. Indent two spaces and begin typing the name, title, and office of the sender. Do not repeat organizational names such as the Division or Area if it already appears on the letterhead. Use the symbol “/s/” after the person’s name when sending via e-mail.



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

SUBJECT: Correspondence Preparation - Multiple Addressees

TO: R. Miller, Correspondence Officer, ONP
C. Shields, Management Assistant, ONP

FROM: Edward B. Knipling
Administrator

This is a sample memo prepared for the signature of Edward B. Knipling, Administrator, and addressed to several individuals within the Agricultural Research Service (ARS).

Please follow the format used in this memo and pay close attention to the margins, paragraph indentations, and signature block. Make sure the letter is prepared on the correct letterhead and that the color copies noted below are included.

Please refer to the ARS Correspondence Manual or the Government Printing Office Style Manual for additional information on models of address, envelope preparation, punctuation, capitalization, and word compounding.

Enclosure

cc:
I. M. Writer, OA

ARS :OA:CLLonaberger:720-3656:9/10/10:y/Correspondence Training Material/multipleaddresseememo
(on file copies only)

Order of Copies Needed

Letterhead Original - w/envelope & enclosures

Copy of letterhead white for any cc's - w/envelope & enclosures

Yellow - to be returned to originator

Pink

Blue (when yellow being returned to originator)



Office of the Administrator
1400 Independence Ave. SW.
Washington, D.C. 20250-0300

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FORMAL LETTERS

General	The formal letter is used for other than routine work or business transactions, when it is believed that the addressee might expect, or should receive, a more formal or personalized letter. The formal letter is always used for letters addressed to the following: The President, Vice President, members of the White House staff, Members of Congress, Justices of the Supreme Court, heads of departments and agencies outside USDA, State Governors, mayors, and foreign government official, and ARS employees for congratulations, condolences, or disciplinary actions.
Address	<p>For a letter that will be at least one-full page in length, begin the address three lines below the date line. For short letters, begin the address no more than eight lines below the date line.</p> <p>Type the address single spaced, block style with no terminal punctuation. No line should be longer than four inches. When runover lines are required, indent two spaces from the left margin. Limit the address to five lines.</p>
Salutation	Type the salutation at the left margin, two lines below the last line of the address.
Body of the Letter	<p>Begin the body of the letter two lines below the salutation, flush with the left margin.</p> <p>Begin each main paragraph two lines below the last line of the preceding paragraph, flush with the left margin. Double space letters of one paragraph (10 lines or less). Single space the body of letters longer than one paragraph.</p> <p>Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. A paragraph should not be continued on the following page unless two lines can be carried over to that page.</p> <p>When referring to dates within the body of the letter, type the name of the month in full and the day and year in numerals. Use commas to set off the year only when it follows the day of the month in a specific date within a sentence.</p> <p>Write out an abbreviation/acronym the first time it is used in the body of the letter followed by the abbreviation/acronym shown in parentheses.</p>
Signature Element	Type the signer's name in all caps four or five lines below the last line of the complimentary close, flush with the left margin. Type the signer's title (initial caps only) on the next line. Do not repeat organizational names such as the Division or Area if it already appears on the letterhead.
Enclosure	When material accompanies a letter, identify it in the text or in the bottom notation as an enclosure, not as an attachment.
Dictator's Legend	Include a legend for documents that are being cleared by CMU. The legend includes the Agency, Area, office, dictator's initials and surname, typist's initials, telephone number, date of typing, and file name.



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

Ms. Correspondence Preparer
USDA, Agricultural Research Service
National Program Staff
5601 Sunnyside Avenue
Beltsville, Maryland 20705

Dear Ms. Preparer:

This is a sample letter prepared for the signature of Edward B. Knipling, Administrator, Agricultural Research Service (ARS).

Please follow the format used in this letter and pay close attention to the margins, paragraph indentations, and signature block. Make sure the letter is prepared on the correct letterhead and that the color copies noted below are included.

Please refer to the ARS Correspondence Manual or the Government Printing Office Style Manual for additional information on models of address, envelope preparation, punctuation, capitalization, and word compounding.

Sincerely,

EDWARD B. KNIPLING
Administrator

Enclosure

cc:
I. M. Writer, QA

ARS:OA:CLLonabarger:720-3656:9/10/10:y/Correspondence Training Material/Standardltr
(on file copies only)



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1400 Independence Ave. SW.
Washington, D.C. 20250-0300

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Order of Copies Needed

Letterhead Original – w/envelope & enclosures

Copy of letterhead white for any cc's – w/envelope & enclosures

Yellow – to be returned to originator

Pink

Blue (when yellow being returned to originator)



**Sample: Identical Letter Sent
to Multiple Addressees**

United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

Ms. Correspondence Preparer
USDA, Agricultural Research Service
National Program Staff
5601 Sunnyside Avenue
Beltsville, Maryland 20705

Dear Ms. Preparer:

This is a sample letter prepared for the signature of Edward B. Knipling, Acting Administrator, Agricultural Research Service (ARS).

Please follow the format used in this letter and pay close attention to the margins, paragraph indentations, and signature block. Make sure the letter is prepared on the correct letterhead and that the color copies noted below are included.

Please refer to the ARS Correspondence Manual or the Government Printing Office Style Manual for additional information on models of address, envelope preparation, punctuation, capitalization, and word compounding.

Sincerely,

EDWARD B. KNIPLING
Administrator

Enclosure

cc:
I. M. Writer, OA

ARS OA:CLLonaberger:720-3 656:9/10/10:y/Correspondence Training Material/IdenticalLtr
(on file copies only)

Order of Copies Needed

Letterhead Original – w/envelope & enclosures

Copy of letterhead white for any cc's – w/envelope & enclosures

Yellow – to be returned to originator

Pink

Blue (when yellow being returned to originator)



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1400 Independence Ave. SW.
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Ms. Correspondence Preparer

2

Identical Letters to:

Mrs. Renee Miller
USDA/ARS/OA
Room 2124A
5601 Sunnyside Avenue
Beltsville, Maryland 20705

Ms. Claudette Shields
USDA/ARS/OA
Room 2122A
5601 Sunnyside Avenue
Beltsville, Maryland 20705

This is done on the copies of the letter ONLY!

FOREIGN CORRESPONDENCE – RESTRICTED COUNTRIES

Please refer to NPA Policy Memo PM-05-001: Correspondence and Reprint Requests from Restricted Countries.

For questions or concerns regarding correspondence received from a restricted country, whether written or via e-mail, please refer to the following individuals for guidance:

Marcie Currie-Gross
Extramural Agreements Specialist
Phone: (970) 492-7022
Fax: (970) 492-7036
E-mail: marcie.currie-gross@ars.usda.gov

Tim Sharkey
Program Support Assistant
Phone: (970) 492-7048
Fax: (970) 492-7065
E-mail: tim.sharkey@ars.usda.gov

CONGRESSIONAL CORRESPONDENCE

All Congressional correspondence directed to individuals within the Agency can, if appropriate, be responded to by the individual. However, that correspondence must be cleared, through supervisory channels and by the ARS Correspondence Management Unit (CMU). The correspondence must be approved by the Legislative Affairs Office and the Administrator's Office before final transmission to the Congress.

Step	Action if being signed by the location	Action if being signed by the Administrator
1	Location will prepare the draft letter. Include a dictator's legend on all drafts, revisions, and all file copies of the final letter.	Location will prepare the draft letter. Include a dictator's legend on all drafts, revisions, and all file copies of the final letter.
2	Location will e-mail the draft to the Area Director's Office (include a copy of the incoming letter, if any).	Location will e-mail the draft to the Area Director's Office (include a copy of the incoming letter, if any).
3	Area Office will review and e-mail to CMU indicating the draft has been cleared by the Research Leader, Center Director, and Area Director.	Area Office will review and e-mail to CMU indicating the draft has been cleared by the Research Leader, Center Director, and Area Director.
4	CMU will review and obtain approval from Legislative Affairs and the Administrator's Office.	CMU will review and obtain approval from Legislative Affairs and the Administrator's Office.
5	CMU will e-mail the approved letter back to the Area Office.	CMU/Legislative Affairs will mail out the signed letter and fax a copy to the Area Office.
6	Area Office will e-mail the final letter to the location.	Area office will fax a copy of the letter to the location.
7	Location will mail out the final signed letter to the addressee and any "cc:" copies.	Location will file the copy of the letter.
8	Location will forward a copy of the final signed letter to the Area Office and two copies to CMU for filing (1 = CMU, 1 = Legislative Affairs).	
9	Location will file the yellow copy of the letter and attach the e-mails showing approval was obtained.	

<leave undated during the DRAFT process>

**SAMPLE: Congressional
Letter**

The Honorable John Doe
United States Senate
513 Senate Hart Building
Washington, D.C. 20510

Dear Senator Doe:

You are invited to attend the 75th Anniversary Field Day of the Department of Agriculture, Agricultural Research Service, High Plains Grasslands Research Station (HPGRS) in Cheyenne, Wyoming, to be held on Friday, September 5, from 10 a.m. until 3 p.m. This field day is a special celebration of 75 years of research at this historic research station in Cheyenne. Initially a horticultural field station, the HPGRS today is the headquarters of the Rangeland Resources Research Unit. The research group is comprised of 6 lead scientists and 20 support staff, and their mission is to conduct research to develop sustainable and profitable management systems to produce desirable goods and service for western rangelands. Their present research focus is to develop management practices that maintain and enhance the health of rangelands and lessen the emission of greenhouse gases into the atmosphere.

Since this is a special anniversary, the focus of this year's field day will be both on past accomplishments, including the early horticultural work, as well as more recent findings in rangeland research. Lunch will be provided as well as an opportunity to tour the station.

We hope that you will be able to join us for this special celebration on September 5. Please RSVP to Ms. Jane Smith at 307-772-2000.

Sincerely,

THOMAS D. BROWN
Research Leader

ARS:NPA:TDROWN:ah:307-772-2000:07-20-06:DocName- c:\2006Field day
Rewritten: per OA changes
ARS:NPA:TDBROWN:ah:307-772-2000:07-22-06:DocName- c:\2006Field day

MODELS OF ADDRESS

Please refer to Chapter 7 of the ARS Correspondence Manual (Manual 261.2) for proper models of addresses, salutations, and complimentary closes.

The following is an example showing the address element, salutation, and complimentary close for a letter. It also includes the address format for the envelope.

Addressee on Letter	Salutation and Complimentary Close on Letter	Address on Envelope
<p>The Honorable John Doe United States Senate 513 Senate Hart Building Washington, D.C. 20510</p> <p>or to their Congressional District Office:</p> <p>The Honorable John Doe United States Senator 835 East 2nd Avenue, Suite 203 Durango, Colorado 81301</p>	<p>Dear Senator Doe:</p> <p>Sincerely,</p>	<p>The Honorable John Doe United States Senate 513 Senate Hart Building Washington, DC 20510</p> <p>or to their Congressional District Office:</p> <p>The Honorable John Doe United States Senator 835 East 2nd Avenue, Suite 203 Durango, CO 81301</p>
<p>NOTE: In the letter, the state is spelled out. Except for the District of Columbia, use D.C. (with periods).</p>		<p>NOTE: In the envelope, use the 2-digit standard abbreviation for the State (with no periods).</p>

DECISION/INFORMATION MEMOS TO THE SECRETARY OR UNDERSECRETARY

All correspondence to be signed by the ARS Administrator, REE Under Secretary, or the USDA Secretary must be cleared, through supervisory channels, NPA Director, Legislative Affairs Office, and the Administrator's Office.

Correspondence for the Secretary's Signature	<p>Do not use "the Department" in correspondence. The "Department of Agriculture (USDA)" is written, with the acronym used thereafter.</p> <p>Do not send an Informational Memorandum when requesting the Secretary's signature on letters or documents pertaining to an event, issue, or award. In such instances, please submit a Decision Memorandum. For example: you are giving the Secretary information on an award ceremony that will be forthcoming and along with this information are letters that will be given out to award winners to be signed by the Secretary. A decision memo should be prepared.</p> <p>Prepare letters to be signed by Secretary in double-space and e-mail them along with any incoming memos to the Correspondence Management Unit for coordination.</p> <p>All memos inviting the Secretary and Deputy Secretary to participate in an event are to be addressed to the Director of Scheduling: DECISION MEMORANDUM FOR THE DIRECTOR OF SCHEDULING.</p>
Correspondence for the Under Secretary's Signature	<p>Anything for the Under Secretary's signature (THROUGH or FROM) must be in double-spaced draft.</p> <p>All memos inviting the Under Secretary to participate in an event are to be submitted as a: DECISION MEMORANDUM FOR THE UNDER SECRETARY, RESEARCH, EDUCATION, AND ECONOMICS.</p>
Correspondence for the Administrator's Signature	<p>The following are the copy requirements for correspondence (Decision Memos, Informational Memos, and Briefing Memos) to be signed by the ARS Administrator going to the Secretary, Deputy Secretary, and Under Secretary.</p> <p>Original + 3 letterhead copies yellow pink blue (NPS does not prepare a blue) 1 white</p>



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

TO: Chad Preparer
Director
Office of Correspondence Review

THROUGH: Catherine E. Woteki
Under Secretary, REE
Chief Scientist, USDA

FROM: Edward B. Knipping
Administrator

SUBJECT: How to Properly Format a Memo

This is a sample memo prepared for the signature of the Administrator, Agricultural Research Service (ARS), through the Under Secretary for Research, Education, and Economics.

Please follow the format used in this memo and use 1-inch side, top, and bottom margins. Make sure the letter is prepared on the correct letterhead and that the color copies below are included.

Refer to the ARS Correspondence Manual or the Government Printing Office Style Manual for additional information on models of address, envelope preparation, punctuation, capitalization, and word compounding. If you have any further questions, please contact the Correspondence Management Office at (301)504-4513.

Enclosure

cc:
I.M. Writer, OA

ARS:OA:CLLonaberger:720-3656:9/10/10:y/correspondence training material/throughmemo
(on file copies only)

Order of Copies Needed

Letterhead Original – w/envelope & enclosures
Copy of letterhead white for cc's
3 letterhead white for Under Secretary
1 Yellow – returned to originator
1 Pink – Downtown OA
1 Blue – Correspondence Management Unit



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Washington, D.C. 20250-0300

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(Use ARS Letterhead)

DECISION MEMORANDUM FOR THE SECRETARY/DEPUTY SECRETARY

THROUGH: Catherine E. Woteki
Under Secretary, REE
Chief Scientist, USDA

FROM: Edward B. Knippling
Administrator

SUBJECT: Keep Brief and Capitalize the First Letter of Each
Word Except Articles, Prepositions, and Conjunctions

ISSUE:

Identify briefly the issue that will be discussed

BACKGROUND:

Discuss the history of the issue and synopsis of significant events leading to the proposed recommendation.

OPTIONS:

List options enumerating pros and cons of each. Number 1, 2, 3, etc. Indicate budget effect, position of other agencies, position of the industry, or any other information that may be particularly relevant.

RECOMMENDATIONS:

Please make a recommendation.

Enclosure

DECISION:

Approve: _____

Disapprove: _____

Discuss with me: _____

Date: _____

Original + (3 letterhead copies)
yellow
pink
blue (NPS does not prepare a blue)
1 white

DECISION MEMORANDUM FOR THE DIRECTOR OF SCHEDULING

THROUGH: Catherine E. Woteki
Under Secretary, REE
Chief Scientist, USDA

FROM: Edward B. Knipling
Administrator

SUBJECT: Keep Brief and Capitalize the First Letter of Each
Word Except Articles, Prepositions, and Conjunctions

ISSUE:

Identify the event/meeting, the date, location, and expected number in attendance. If Cabinet members or Congressional members have been invited, please note.

BACKGROUND:

Issues of note. History of participation by the Secretary. Relevant background.

OPTIONS:

List options. Can someone else attend, etc. Indicate any other information that may be particularly relevant

RECOMMENDATIONS:

Please make a recommendation.

STAFF CONTACT:

Name, title, phone number, and e-mail address of individual who can provide further information and serve as a point of contact.

Enclosure

DECISION:

Approve: _____

Disapprove: _____

Discuss with me: _____

Date: _____

Original + (3 letterhead copies)
yellow
pink
blue (NPS does not prepare a blue)
1 white

(Use ARS Letterhead)

**DECISION MEMORANDUM FOR THE UNDER SECRETARY, RESEARCH,
EDUCATION, AND ECONOMICS**

FROM: Edward B. Knipling
Administrator

SUBJECT: Keep Brief and Capitalize the First Letter of Each
Word Except Articles, Prepositions, and Conjunctions

ISSUE:

Identify briefly the issue that will be discussed.

BACKGROUND:

Discuss the history of the issue and synopsis of significant events leading to the proposed recommendation.

OPTIONS:

List options enumerating pros and cons of each. Number 1, 2, 3, etc. Indicate budget effect, position of other agencies, position of the industry, or any other information that may be particularly relevant.

RECOMMENDATIONS:

Please make a recommendation.

Enclosure

DECISION:

Approve: _____

Disapprove: _____

Discuss with me: _____

Date: _____

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blue (NPS does not prepare a blue)
1 white

(Use ARS Letterhead)

INFORMATIONAL MEMORANDUM FOR THE SECRETARY/DEPUTY SECRETARY

THROUGH: Catherine E. Woteki
Under Secretary, REE
Chief Scientist, USDA

FROM: Edward B. Knipling
Administrator

SUBJECT: Keep Brief and Capitalize the First Letter of Each
Word Except Articles, Prepositions, and Conjunctions

ISSUE:

Identify briefly the issue that will be discussed.

DISCUSSION:

Include pertinent, relevant information that will be of concern and interest to the Secretary and/or Deputy and their immediate staff.

SUMMARY:

Clearly and concisely summarize the memo with a few sentences or bullet points. Mention how the followup of the issue will be handled.

Enclosure

Original + (3 letterhead copies)
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pink
blue (NPS does not prepare a blue)
1 white

(Use ARS Letterhead)

**INFORMATIONAL MEMORANDUM FOR THE UNDER SECRETARY, RESEARCH,
EDUCATION, AND ECONOMICS**

FROM: Edward B. Knipling
Administrator

SUBJECT: Keep Brief and Capitalize the First Letter of Each
Word Except Articles, Prepositions, and Conjunctions

ISSUE:

Identify briefly the issue that will be discussed.

DISCUSSION:

Include pertinent, relevant information that will be of concern and interest to the Under Secretary.

SUMMARY:

Clearly and concisely summarize the memo with a few sentences or bullet points. Mention how the followup of the issue will be handled.

Enclosure

Original + (3 letterhead copies)
yellow
pink
blue (NPS does not prepare a blue)
1 white

(Use ARS Letterhead)

BRIEFING MEMORANDUM FOR THE SECRETARY/DEPUTY SECRETARY

THROUGH: Catherine E. Woteki
Under Secretary, REE
Chief Scientist, USDA

FROM: Edward B. Knipling
Administrator

SUBJECT: Keep Brief and Capitalize the First Letter of Each
Word Except Articles, Prepositions, and Conjunctions

PURPOSE OF MEETING (OR BRIEFING):

Outline the background of the meeting – who, what, when, where, and why. Indicate the basic purpose of the meeting, i.e., to discuss a specific issue, a courtesy visit, etc. Mention who will be attending from your staff and from the visiting group, if you know.

BACKGROUND:

Include relevant details about the group, briefly discuss the issue or issues they plan to raise and their position with respect to those issues, and mention any other information that would be of importance to the Secretary or Deputy Secretary.

TALKING POINTS:

Include the key bullet points that should be mentioned in order of priority.

Enclosure

Original + (3 letterhead copies)
yellow
pink
blue (NPS does not prepare a blue)
1 white

(Use ARS Letterhead)

**BRIEFING MEMORANDUM FOR THE UNDER SECRETARY, RESEARCH,
EDUCATION, AND ECONOMICS**

FROM: Edward B. Knipling
Administrator

SUBJECT: Keep Brief and Capitalize the First Letter of Each
Word Except Articles, Prepositions, and Conjunctions

PURPOSE OF MEETING (OR BRIEFING):

Outline the background of the meeting – who, what, when, where, and why. Indicate the basic purpose of the meeting, i.e., to discuss a specific issue, a courtesy visit, etc. Mention who will be attending from your staff and from the visiting group, if you know.

BACKGROUND:

Include relevant details about the group, briefly discuss the issue or issues they plan to raise and their position with respect to those issues, and mention any other information that would be of importance to the Under Secretary.

TALKING POINTS:

Include the key bullet points that should be mentioned in order of priority.

Enclosure

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pink
blue (NPS does not prepare a blue)
1 white